

State of California



Department of the Youth Authority

Open Spot Examinations for

VOCATIONAL INSTRUCTOR

(CORRECTIONAL FACILITY)

Five specialties:

- Janitorial Service*
- Landscape Gardening
- Office Services and Other Related Technologies
- Printing and Graphic Arts
- Stockkeeping and Warehousing*

Continuous Filing

It is an objective of the State of California to achieve a drug-free state workplace. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service, and the special trust placed in public servants.

EXAMINATION TYPE Open spot examinations for various Youth Authority facilities. **Janitorial Service:** San Bernardino, Los Angeles, Amador and Ventura counties; **Landscape and Gardening:** San Luis Obispo, Amador and San Joaquin counties; **Office Services and Other Related Technologies:** San Bernardino, Los Angeles, Ventura and San Joaquin counties; **Printing and Graphic Arts:** Amador and San Joaquin counties; **Stockkeeping and Warehousing:** San Bernardino and San Joaquin counties

HOW TO APPLY State applications (Form 678) are available at Youth Authority offices and facilities; the State Personnel Board at 801 Capitol Mall, Sacramento; at the State Personnel Board's Web site, www.spb.ca.gov; and at offices of the Employment Development Department. Applications may be filed in person or by mail with:

Department of the Youth Authority
Personnel Management Services Division
4241 Williamsborough Drive, Suite 115
Sacramento, CA 95823

EXAMINATION INFORMATION The entire examination will consist of a **mandatory** supplemental application. Supplemental applications are available at the Department of the Youth Authority's Web site, www.cya.ca.gov.

SALARY RANGES For all Vocational Instructors (Correctional Facility):

Range A: \$3,574 - \$4,342	Range C: \$3,918 - \$4,759	Range E: \$4,297 - \$5,218
Range B: \$3,738 - \$4,543	Range D: \$4,102 - \$4,986	Range F: \$4,503 - \$5,744

A "9/12," "10/12" or "11/12" pay plan may be available to the employee who elects to be employed under this plan, with the approval of the hiring facility. An employee who elects to be employed and paid under the "9/12," "10/12" or "11/12" pay plan receives the salary earned during a 9-month, 10-month or 11-month work year in 12 monthly installments. Further information regarding the plan will be available at the time of hiring.

REQUIREMENTS FOR ADMISSION TO THE EXAMINATION *Note: It is your responsibility to make sure you meet the entrance requirements. Your signature on your application indicates that you read, understood, and possess the basic qualifications required. Minimum qualifications:*

Experience: Five years of journeyperson work experience in the appropriate subject specialty. At least one year of the required work experience must be within the three years immediately preceding the issuance of the preliminary credential. (48 semester units of postsecondary vocational training related to the subject named on the credential and verified by official transcript may be substituted for a maximum of two of the five years of experience.) (Persons applying under this pattern may also use accumulated part-time work to meet the five-year requirement.)

(Possession of a valid California Teaching Credential that authorizes the holder to teach on a full-time basis a vocational course in the appropriate subject specialty may be substituted for the required experience.)

and

Education: Graduation from high school or its equivalent.

and

(Continued on reverse.)

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Personnel Management Services Division
4241 Williamsborough Drive, Suite 115
Sacramento, CA 95823
(916) 262-1338
Toll-free: 1-866-466-4CYA (4292)
Web site: www.cya.ca.gov

Vocational Instructor, Janitorial Service (CF)
Class Code: 2600
Vocational Instructor, Landscape Gardening (CF)
Class Code: 2601
Vocational Instructor, Office Services and Other Related Technologies (CF)
Class Code: 2849
Vocational Instructor, Printing and Graphic Arts (CF)
Class Code: 2852
Vocational Instructor, Stockkeeping and Warehousing (CF)
Class Code: 2673

REQUIREMENTS FOR ADMISSION TO THE EXAMINATION <i>(Continued from reverse.)</i>	Credential: Possession of a valid California Teaching Credential that authorizes the holder to teach on a full-time basis a vocational course in the appropriate subject specialty. (Applicants who do not possess this credential may take the examination but must have on file with the Commission on Teacher Credentialing an application for the appropriate credential before appointment and must secure the credential within 120 working days after appointment. After issuance, the credential must be maintained by completion of any examinations and coursework required.)
ADDITIONAL REQUIREMENTS	<p>*Janitorial service: Two of the five years of experience must have been in a supervisory capacity with responsibility for the care and maintenance of a large office or public building.</p> <p>*Stockkeeping and warehousing: The required five years of experience must have been supervising five or more persons in a warehouse or stockroom.</p>
SPECIAL REQUIREMENTS	All instructors must be willing to continue his or her educational development; work in a state correctional facility; participate in group-oriented treatment programs; maintain an empathetic and objective understanding of youthful offenders; maintain high standards of morals and speech; tact; patience; and emotional stability.
SPECIAL PHYSICAL REQUIREMENTS	<p>All instructors must be reasonably expected to have and maintain sufficient strength, agility and endurance to perform during stressful (physical, mental and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of youthful offenders.</p> <p>Assignments during tour of duty may include sole responsibility for the supervision of youthful offenders and/or the protection of personal and real property.</p>
CONDITIONS OF PRE-EMPLOYMENT	Pursuant to the Montoya School Safety Act of 1997, all persons offered employment with the Department of the Youth Authority's Education Services Branch shall undergo a thorough background investigation prior to appointment. Pursuant to Education Code Section 45122 and Penal Code Sections 677 and 1192, “No person who has been convicted of a violent or serious felony shall be employed by a school district.”
THE POSITION	<p>A Vocational Instructor, Correctional Facility, in the Department of the Youth Authority conducts a comprehensive career-vocational education program designed to prepare youthful offenders with the knowledge, skills, and personal characteristics necessary for entry-level employment and/or advanced education in the vocational areas. The instructor provides instruction in a variety of ways, including individual, small group and large group settings and uses technology and training aides to address students with different learning styles. Instructors provide curriculum-based assessments, guidance and counseling and competency-based instruction in all aspects of the various vocational industries. Instruction provided would meet the Model Curriculum Standards and Program Frameworks approved by the California Department of Education. In many instances, the instructor participates as a member of an interdisciplinary education and treatment team that focus services on the students’ needs to become productive and contributing members of society. The Vocational Instructors keep current in their program through linkages with the industry and active involvement in a Trade Advisory Committee.</p> <p>The instructor is responsible for supervising the conduct of the youthful offenders while in the classroom, shop and other training areas and may be called upon to assume general custody responsibility in time of emergency.</p>
EXAMINATION INFORMATION	<p>This examination will consist of a <i>mandatory</i> supplemental application weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained on the supplemental application.</p> <p>Persons who do not return the completed mandatory supplemental application will be considered to have withdrawn from this examination. The information on the supplemental application will be used to assess, on a competitive basis, each candidate’s relevant experience and job tasks. The supplemental application will be evaluated by using a predetermined rating criteria.</p>
EXAMINATION SCOPE	<p>In addition to evaluating the competitor’s relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining of the supplemental application will be on measuring competitively, relative to job demands, each competitor’s:</p> <p>A. Knowledge of:</p> <ol style="list-style-type: none">1. Methods, materials, tools, machines, equipment, and safety principles involved in teaching the vocational specialty.2. Willingness to learn the principles, methods, practices, current developments and trends in vocational education. <p>B. Ability to:</p> <ol style="list-style-type: none">1. Perform the duties of a journeyperson in the field of their specialty.2. Provide leadership and motivation to youthful offenders.3. Teach and supervise these individuals.4. Work effectively with other disciplines.5. Read and use drawings and sketches.6. Estimate and order supplies.7. Analyze situations accurately and take effective action.8. Maintain fair and firm discipline.9. Keep records and prepare reports.
ELIGIBILITY INFORMATION	Separate eligible lists will be established for each spot and each vocational classification. Each list will be abolished 24 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.
VETERANS' PREFERENCE POINTS	Veterans preference points will be granted in this examination. (See "GENERAL INFORMATION" on this bulletin for additional information.)

GENERAL INFORMATION

For an examination with a Supplemental Application feature, it is the candidate’s responsibility to contact the Department of the Youth Authority, Personnel Management Services Division, Examination Unit, 4241 Williamsborough Drive, Suite 115, Sacramento, CA 95823, (916) 262-1338, three weeks after the final filing date of his/her state application if he/she has not received a Supplemental Application.

If you meet the requirements stated on this bulletin you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The Department of the Youth Authority reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Eligible lists: Eligible lists established by competitive examinations, regardless of date, must be used in the following order: (1) subdivisional promotional; (2) departmental promotional; (3) multi-departmental promotional; (4) servicewide promotional; (5) departmental open; and (6) open eligible list. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin. In the case of continuous testing examinations, names are merged into the appropriate eligible lists in order of final test scores regardless of the date of the test and the resulting eligible lists will be used only to fill vacancies in the area shown on the bulletin.

General qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment and ability to work cooperatively with others; and have a state of health consistent with the ability to perform the assigned duties of the class. A medical examination shall be required for all applicants. In open examinations, fingerprinting and investigations of employment records and personal history shall be required.

Veterans' preference credit: California law limits the granting of veterans preference credit to entrance examinations. When credit is granted in an open examination it is as follows: 10 points for veterans, widows or widowers of veterans, and spouses of 100%-disabled veterans; and 15 points for disabled veterans. Directions for applying for veterans' preference credit and definitions of "veteran" and "disabled veteran" are available on the application for veterans preference form (SPB Form 1093), which is available from State Personnel Board at 801 Capitol Mall, Sacramento, CA 95814 or by contacting the Department of the Youth Authority at (916) 262-1338. Due to the changes in the law, which were effective January 1, 1996, veterans who have achieved permanent civil service status are not eligible to receive veterans' preference credit.

Policy of nondiscrimination on the basis of disability and equal employment opportunity statement: The Department of the Youth Authority does not discriminate on the basis of disability in employment or in the admission and access to its programs or activities. Information concerning the provisions of the Americans with Disabilities Act (ADA), and the rights provided thereunder, are available from the ADA Manager, Equal Employment Opportunity/Community Participation Office, 4241 Williamsborough Drive, Suite 201, Sacramento, CA 95823, (916) 262-1475.

Appeal information: You may file a written appeal to the State Personnel Board at P.O. Box 944201, Sacramento, CA 94244, to review your rating if you believe that the panel failed to follow prescribed standards or procedures or misinterpreted the minimum qualifications prescribed for the class; or if you can demonstrate that the rating was the result of fraud, or of discrimination within the meaning of Sections 19702 or 19703 of the Government Code, or of other improper acts or circumstances. The appeal must be filed within 30 days after the notice of examination results were mailed and must state the facts, information or circumstances upon which the appeal is based. Appeals are heard by the State Personnel Board in public hearings held in Sacramento, San Francisco and Los Angeles.

VISION AND MISSION

Vision: The California Youth Authority will contribute to the public safety of the citizens of California by maintaining a safe and secure therapeutic environment, which will result in the optimum delivery of rehabilitative services for wards charged to its care.

Mission: The California Youth Authority will contribute to the protection of society from the consequences of criminal activity by providing youthful offender rehabilitation through education, training, treatment, and parole services that provide a continuum of care and assist with the reintegration of youthful offenders into society.

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California Relay Service for the Hearing Impaired
From TDD phone: 1-800-735-2929
From voice phone: 1-800-735-2922

Recorded examination line: (916) 262-1328
Web site: www.cya.ca.gov